



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ELEMENTARY AND SECONDARY EDUCATION CONSULTANT	39	A	5.233

DEFINITION OF THE CLASS:

Under general supervision, provides consultative services and leadership in an area of expertise to local school district personnel and other agencies in planning, developing, implementing and evaluating educational curriculum and/or programs; and performs related work as required. Areas of specialization may include but not limited to: Elementary and Secondary Education Act; Math and Science Teacher Training and Proficiency Testing.

EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Establishes the need for new or revised curriculum and/or programs in the area of expertise in order to respond to directives and/or needs assessment. Interprets state and federal regulations and statutes in order to determine the legal basis, authority and requirements for new or revised programs and/or curriculum. Compile information on existing programs or curriculum in order to determine their strengths and weaknesses. Assemble committees of affected personnel in order to gather their input on proposed new or revised programs and/or curriculum. Prepares description of new or revised program in order to be reviewed by affected personnel and reviewed and approved, as necessary, by agency administration, State Board of Education, University administration and Board of Regents, and the Legislative Counsel Bureau as appropriate. Assesses budgetary needs and prepares budget for new or revised program and/or curriculum in order to accurately reflect needs and to meet established format and constraints.

Develops and disseminates instructional materials. Selects format and designs and writes program announcements in order to most effectively reach affected audience. Drafts grant applications and administers grants pursuant to federal regulations by demonstrating the need for funding, determining what the program will offer, setting up the budget, and preparing annual reports as required.

Prepares, distributes and reviews applications for program participation in order to select and notify program participants. Prepares materials such as handbooks, agendas and completion certificates in order to complete on-site implementation of the program. Makes or arranges accommodations in order to meet program and participant needs. Designs, writes and distributes evaluation forms in order to ensure maximum return of evaluations by program participants. Compiles, writes and distributes a summary report/ evaluation of the program in order to use results to improve future programs.

Drafts and negotiates contract or interlocal agreements necessary within established guidelines in order to implement new or revised programs. Oversees contracts, agreements and expenditures in order to assure timely and accurate payments within set limits. Compiles and organizes pertinent documents in order to provide an accurate budget and program record for future use.

Prepares new or revised curriculum in order to comply with new or revised regulation or statute as applicable. Designs and disseminates curriculum to all affected parties in order to make necessary notification prior to the implementation date. Provides in-service training to local education agency personnel by: preparing course content; delivering the training or hiring a consultant to give training; determining the need for in-service training; identifying financial and human resources;

EXAMPLES OF WORK: (cont.)

completing any necessary contractual agreements; arranging physical accommodations; conducting evaluation of the training; preparing evaluation/ summary report of the training; and maintaining budgetary and programmatic records of the in-service training in order to meet the needs of teachers, principals and administrators as appropriate. Provides technical assistance to local school districts during implementation of the curriculum and monitors progress of curriculum implementation and federal programs in order to assure success. Determines need for revision through contact with school personnel, assembles practitioners and assist in determining necessary revision, prepares revised curriculum for public hearing, disseminates revised curriculum to affected parties in order to assure curriculums are revised to meet current needs.

Reviews, compiles, analyzes, and disseminates pertinent education research to local education agencies by sharing research information through training and publications.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of school administration, school budgeting and finance, employee - teacher management, public relations and supervision. Knowledge of basic and advanced principles of education including: curriculum development and implementation, instructional methodologies and materials for basic subjects such as reading, mathematics, language arts and English for non-English speaking students, employee-teacher relations, public relations, supervision, assessing student needs, classroom management, psychological theories of learning, child growth and development, tests, measurement and evaluation including educational statistics and motivation theories. Ability to organize and arrange work assignments which need to be accomplished and distributed to staff. Ability to plan and develop tasks, review data requirements, determine the need for goals, policies and procedures, determine the sequence of operations and oversee the production of the plan. Ability to read and analyze information such as federal laws, regulations, and other documents. Ability to recognize alternatives and their implications. Ability to make judgments about existing situations and whether they are similar to or different from prescribed standards. Ability to observe and identify appropriate school practices, instructional methods, classroom management and measurement systems. Ability to write grammatically correct letters, memoranda, directives, and other correspondence. Ability to write technical reports, plans, guidelines, instructions, compliance finding reports, etc. in grammatically correct and understandable language. Ability to prepare, organize and deliver oral presentations which clearly communicate the intended message. Ability to initiate work and follow through on assignments without supervision. Ability to maintain acumen in the face of resistance, indifference, or hostility.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of Federal laws, rules and regulations pertaining to elementary and secondary education programs. Knowledge of Nevada budget and fiscal accounting procedures for example standards for State agencies, etc. Knowledge of State personnel rules and procedures for example State administrative manual, Department of Education Rules and Practices Handbook.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to persuade, to move people toward a course of action so that work can be accomplished under high morale conditions. Ability to negotiate in order to resolve problems with local school districts staff when their actions conflict with State or federal policy, rules and regulations. Ability to compute in order to determine budgets, allocations to eligible agencies, maintain accurate financial records, audit and report findings. Ability to develop and adjust branch budgets. Ability to negotiate with federal Department of Education officials over contract, State plan and other documents impacting the State Department of Education or local school districts. Ability to respond to requests for help, information, research, and other data on short or no notice.

EDUCATION AND/OR WORK EXPERIENCE:

Master's degree in education or closely related field from an accredited college or university (transcripts required at time of application) and three years of professional teaching experience, or professional experience in a related specialty area which demonstrates possession of the entry level knowledge, skills and abilities.

OPTION NOTE: Options within this class will be designated at the time position are classified. Positions in this class may require specialized education and experience which will be identified at the time of recruitment.

LICENSE:

Possession of a conditional license to teach in Nevada is required at the time of appointment. Employees must maintain license for continuing employment in this class.

OR

Possession of other appropriate credential in an appropriate area of employment. Maintenance of such credential is required for continuing employment.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.233

ESTABLISHED: 7/1/91P
7/6/90PC
REVISED: 2/3/92UC